

WELL NOTIFICATION AND FEE PAYMENT INSTRUCTIONS

Not for Use for Wells on a High Capacity Property

Whether you choose Option 1 or 2, be prepared to Answer the Following Questions

Name of Well Driller
Name of Pump Installer
Well Type – New or Replacement
Well County
Name of City, Village or Township
Street Name (and # if known)
Nearest Intersecting Road or Highway
Name of Property Owner

Option 1 Using the Internet

Go to dnr.wi.gov, Search for: License
Under 'Professional' click on 'Well Construction Notification'
Under 'Quick Sales' on the left side of the screen click on 'Well Construction'
You will find the following:

The screenshot shows a web browser window titled "WI Online Conservation Licensing - Windows Internet Explorer" with the URL https://ic.activeoutdoorsolutions.com/wi_public/app/licenseSelectInit.do. The page header includes the Wisconsin Department of Natural Resources logo and the title "Wisconsin's Online Licensing Center". Navigation links include Home, Using This Site, Legal Notices, Contact DNR, and Print. A progress bar shows four steps: 1. License Selection (active), 2. Shopping Cart, 3. Shipping Address, and 4. Payment. The main content area is titled "WELL CONSTRUCTION NOTIFICATION" with a price of \$50.50 and a tax status of N/A. A welcome message states: "Welcome to the Wisconsin Department of Natural Resources' Online Well Construction Notification site. This page will allow you to purchase a Well Construction Notification Information permit. There will be a \$1 convenience fee added to your purchase." Below this is a form titled "Well Construction Notification Information" with the following fields: Name of Well Driller(if available), Pump Installer, Well Type (dropdown), Well County (dropdown), Name of City, Village or Township, Street Name (and # if known), Nearest Intersecting Road/Highway, and Name of Property Owner. At the bottom of the form are two buttons: "Add to cart and continue Shopping" and "Add to cart and begin checkout". A footer note provides contact information for assistance: "If you are experiencing difficulty using the Internet Sales System and need assistance, please email us at AOHFWIWebmaster@activenetwork.com or call 888-773-8450." The bottom of the browser window shows the taskbar with various application icons and a system clock indicating 2:17 PM on 11/07/2014.

Upon completion of the transaction you must print a receipt which displays a Well Notification Number, which is needed by the driller.

Option 2 Go to a Hunting and Fishing License Sales Outlet

There are approximately 1500 locations throughout Wisconsin

To find a license outlet near you, go to dnr.wi.gov, Search for: Sales Locations

Step 1: Select the button for 'Well Construction Notifications'

Step 2: Choose your location and click Search

The applicant should be prepared to answer the questions listed above and to pay a \$50.50 fee.

Upon completion of the transaction you will receive a receipt which displays a DNR Notification Number, which is needed by the driller.

2015 Wisconsin Department of Natural Resources Well Construction Notification	
Issued: 03/27/2015 08:03 Agent: 003888 Tran#: 049780950 Terminal: 31062004	
WI D/L #:	Gender: Cert #: Hair: Hgt: 0'00 Eyes: Wgt: 0
Cust #: 000-000-000 Approval Cost: 50.50	DOB:
300 - Well Construction Notification	
DNR Notification Number 049780950	
You must report this number on your Well Construction report.	
COUNTY: DOOR CITY/TOWN/VILLAGE: ANY CITY STREET: ANY STREET INTERSECTION: HWY NAME OWNER: JOHN DOE WELL DRILLER: NAME OF WELL DRILLER PUMP INSTALLER: NAME OF PUMP INSTALLER	TYPE: N
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